



City of Maricopa **Civil Site Plan Guideline**

This form is a GUIDELINE to assist in the preparation of a Civil Site Plan for submittal to and review by the City.

REQUIREMENTS:

PLAN PREPARATION AND SUBMITTAL

Reference 'General Civil Plan Requirements' for Cover Sheet and plan preparation guidelines.

Reference 'Maricopa Approval Blocks' for applicable Approval/ Certification Blocks as required.

Reference 'City Standard Notes' for applicable notes.

1. If the site contains existing drainage facilities, add the following note to the grading plans:

The existing retention and drainage facilities on this site will not be removed from service until the permanent retention and drainage facilities are functional.

2. The overhead utility lines on or adjacent to this site must be undergrounded. Waivers maybe requested in writing for redevelopment and/or in-fill area projects. Add the following note to the cover sheet:

The improvements shown on this set of plans will not be fully approved by the City and the Certificate of Occupancy will not be issued until the overhead utility line undergrounding and/or 69KV pole relocation requirement has been satisfied.

3. The existing irrigation facilities on or adjacent to this site must be under grounded unless waived by prior agreement with the City. Add the following note to the cover sheet:

The improvements shown on this set of plans will not be fully approved by the City and the Certificate of Occupancy will not be issued until the Irrigation undergrounding requirements have been satisfied. Written approval by the Irrigation District for removals and abandonments must be included.

4. Add the following note to the cover sheet:

A RETAINING WALL WILL BE REQUIRED IF, AT THE COMPLETION OF GRADING, THERE EXISTS TWELVE (12) INCHES OR MORE OF DIFFERENCE IN ELEVATION BETWEEN THE SITE AND ADJACENT PROPERTIES. A 3:1 SLOPE MAY BE GRADED AS APPROVED BY THE CITY. (If required, provide under separate submittal)

GENERAL INFORMATION REQUIRED ON PLAN SHEETS

1. A North arrow and scale must be shown on each sheet of the Site Plan. The North arrow must point up or to the right.
2. Perimeter traverse data is required for the Site or Project Boundaries. This is the information normally required to define the land parcel legal description and must agree with the Legal Description shown in the Title Report.
3. Existing storm drainage facilities such as retention basins, catch basins, scuppers, and storm drainpipes must be shown on plans.
4. Existing buildings and other significant structures must be shown on the Plans. If any of the items are to be removed, they must be noted as such.
5. All existing sewer lines being tied into must be shown on the Plans with dimensional ties to the street centerline.
6. The location of existing water meters and water, reclaimed water, sewer, and fire line services to the site must be shown with dimensional ties.
7. The following information is required for existing streets and alleys adjacent to the development:
 - a. Street name, or 'alley' label
 - b. Right-of-way width
 - c. Driveway locations on both sides of the street with dimensional ties to the centerline for vertical curbs
 - d. Street light locations on both sides of the street with dimensional ties to the centerline
 - e. Location of curb, gutter, and sidewalk by dimensional ties from the street centerline
 - f. Width of sidewalk must be noted
 - g. Extent and type of pavement with dimensional ties to the edge-of-pavement
 - h. Unimproved alleys must be noted as such
8. Existing spot elevations must be shown at all property corners and at a reasonable spacing, typically 50-ft. intervals, throughout the site. Use flow arrows to show direction of flow. Spot elevations are required immediately off-site adjacent to the project boundary, to permit analysis of grade differentials and drainage. On large sites with significant natural slopes, minimum 1' contours may be required.
9. All Finished Floor Elevations must be a minimum of 12 inches above the high point of the building site or 12 inches above the water surface elevation of the Q_{100} flow in the adjacent street(s) or drainage way. (Pinal County Drainage Ordinance, Section 602.6.)
10. Construction details, cross-sections and/or profiles must be shown for all proposed drainage facilities such as:
 - a. Retention basins (Show proposed contours)

- b. Drainage swales (Show proposed spot elevations every 50 feet and at grade breaks)
 - c. Storm drains (Show profiles)
 - d. Scupper (Show cross-sections w/elevations at all grade breaks)
 - e. Catch Basins
11. Retention Basin Requirements:
- a. Maximum design storm water depth shall not exceed 3 feet
 - b. Maximum 4: 1 side slope allowed
 - c. Contours shall be shown on side slopes
 - d. Basins must drain within 36 hours
 - e. Show cross-section through basin
12. All proposed drywells must be registered with the Arizona Department of Environmental Quality (ADEQ) and a copy of the application must be provided to City for the project files.
13. All Drywells, at a minimum, shall be the double-chamber type consisting of an interceptor chamber and a settling chamber.
14. All Drywells receiving discharge from possible oil or chemical contaminated areas must include a separator chamber in addition to the interceptor chamber and settling chamber.
15. Cross-sections must be shown across all property lines. All existing and proposed perimeter walls shall be shown on the plans and cross-sections, with top-of-wall elevations and finished grade elevations on both sides of the wall.
16. A Drainage Report is required. The requirements shown on the '**Drainage Report Review Checklist**' applies to Drainage Reports for Civil Site Plans.